

DEPARTMENT HEADS AND DIVISION CHIEFS
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PROMOTIONAL/EMPLOYMENT OPPORTUNITY

<u>Vacancy No.</u>	238-1
<u>Title of Position:</u>	Librarian I – Reference /Teen Librarian Vacancies exist in the Warwick Public Library
<u>Salary Range:</u>	\$22,231 - \$28,840 Part time – 19 hours per week Work Schedule will include nights and weekends
<u>Date Posted:</u>	August 26, 2015
<u>Deadline for Applying:</u>	September 9, 2015
<u>TO APPLY:</u>	E-mail cover letter with resume to Patricia.L.Channell@warwickri.com or mail to City of Warwick, Personnel Department, 3275 Post Road, Warwick, RI 02886
<u>Remarks:</u>	This is a Classified/Exempt Position
<u>Statement of Duties:</u>	Under the general supervision of the Coordinator of Adult Services will assist in performing duties pertaining to all adult and teen services including patron assistance planning and presentation of programs and collection development. Duties may include answering in-person, telephone and e-mail questions; services; helping patrons select and locate materials; Providing reference and reader's advisory service to middle and high school students, college students and out-of-school adults; developing, planning and conducting programs for adults; keeping current regarding trends in reference services; attending meetings and participating in professional library organizations; conducting class tours for middle and high school classes, providing bibliographic instruction, giving book talks and reviews; evaluating and managing current collection by applying collection development methods and techniques; developing and preparing bibliographies; maintaining various files and indexes; supplying and developing content for the social media including The website, facebook and pinterest; planning and arranging displays; supervising paraprofessional and clerical staff; and performing additional related duties as required.
<u>Education & Experience:</u>	Master's degree in Library Science from an ALA-accredited library school or an equivalent combination of education, training and experience which provides the required knowledge, skills and abilities. Must have knowledge of principles and practices of professional library work; in-depth knowledge of reference materials and research methods; including electronic resources; knowledge of current trends in reference services and library services to adults; programming skills; ability to work with patrons of all ages; ability to interact effectively with library staff; ability to communicate effectively in English both orally and in writing; exhibits energy and enthusiasm for providing library services to adults; working knowledge of computer applications for library services including word processing and spreadsheets; or any equivalent combination of education and experience.
<u>T.D.D.: 739-9150</u>	Telecommunications Device for the Deaf

The City of Warwick is an Equal Opportunity Employer